## iewing and Printing Your W2

- 1. Click the link to the Web Portal, most likely on your school's website.
- 2. Enter your username and password then click Login.

Login	
Username	username
Password	•••••
	Login

3. Please click W2 Print:



- Your most recent W2 appears. You can use the Select Year dropdown to view historical W2's.
- 5. To *print* a copy of your W2, click the **Print icon**. Choose a printer and click **Print**.
- 6. To *save* a copy of your W2, click the Save icon. Choose a folder to save the .PDF into.

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